

ALCOHOL AND DRUG ASSOCIATE COUNSELOR

Full-Time Contractual

Recruitment #15-001563-0004

DATE OPENED 4/30/2015 10:33:00 AM

FILING DEADLINE 5/14/2015 11:59:00 PM

SALARY \$18.64 - \$24.03/hour

EMPLOYMENT TYPE Full-Time

HR ANALYST Janet Esser

WORK LOCATION Washington County

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GRADE

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LOCATION OF POSITION

Washington County Health Department

1302 Pennsylvania Avenue

Hagerstown, MD 21742

Main Purpose of Job

An Alcohol and Drug (A/D) Associate Counselor is the full performance level of work, at the certified Bachelor's Degree level, counseling clients with substance use disorders by using intervention, treatment and rehabilitation. Employees in this classification do not supervise. Employees in this classification receive general supervision from an Alcohol and Drug Professional Counselor Supervisor or other supervisor approved by the Board of Professional Counselors and Therapists. Employees in this classification may be required to work evenings and weekends. The work is performed in addictions programs located in State institutions and facilities, such as inpatient and outpatient facilities, jails, detention centers, prisons, halfway house facilities and community-based programs. Positions in this classification are evaluated using the classification job evaluation methodology. The use of this method involves comparing the assigned duties and responsibilities of a position to the job criteria found in the Nature of Work and Examples of Work sections of the class specification. The Alcohol and Drug Associate Counselor is differentiated from the Alcohol and Drug Associate Counselor Provisional on the basis of certification status and supervisory control exercised by the supervisor over these employees. The Alcohol and Drug Associate Counselor is the certified level of work and the employee performs the full range of duties under general

supervision. The Alcohol and Drug Associate Counselor Provisional is the noncertified level of work and the employee learns to perform duties under close supervision. The Alcohol and Drug Associate Counselor is differentiated from the Alcohol and Drug Associate Counselor Lead in that the Alcohol and Drug Associate Counselor Lead is the certified level of work and the employee assigns, reviews and approves the work of and trains lower-level Alcohol and Drug Counselors.

MINIMUM QUALIFICATIONS

Education: Determined by the Maryland State Board of Professional Counselors and Therapists under the requirements for Certified Associate Counselors-Alcohol and Drug.

Experience: Determined by the Maryland State Board of Professional Counselors and Therapists under the certification requirements for Certified Associate Counselors-Alcohol and Drug.

LICENSES, REGISTRATIONS AND CERTIFICATIONS

1. In accordance with Health Occupations Title 17 and Code of Maryland Regulations 10.58.07, candidates must be certified by the Board of Professional Counselors and Therapists as a Certified Associate Counselor-Alcohol and Drug.

2. Employees in this classification may be assigned duties which require the operation of a motor vehicle. Employees assigned such duties will be required to possess a motor vehicle operator's license valid in the State of Maryland.

SPECIAL REQUIREMENTS

Employees in this classification are subject to substance abuse testing in accordance with Code of Maryland Regulations 17.04.09, Testing for Illegal Use of Drugs.

SELECTION PROCESS

Applicants who meet the minimum qualifications will be evaluated. The evaluation may be a rating of your application based on your education, training and experience as they relate to the requirements of the position. Therefore, it is essential that you provide complete and accurate information on your application. Please report all related education, experience, dates and hours of work. For education obtained outside the U.S., a copy of the equivalent American education as determined by a foreign credential evaluation service must accompany the application. All information concerning your qualifications must be submitted by the closing date. We will not consider information submitted after this date. For Recorded Job Information Call: 410-767-6018.

BENEFITS

CONTRACTUAL EMPLOYEE HEALTH BENEFITS

FURTHER INSTRUCTIONS

Online application process is **STRONGLY** preferred. If online process is not available, please send your paper application to: DHMH, Recruitment and Selection Division, 201 W. Preston St., Room 114-B, Baltimore, MD 21201.

The paper application must be received by 5 pm, close of business, on the closing date for the recruitment, no postmarks will be accepted.

Incorrect application forms will not be accepted.

If you need to submit additional information, the preferred method is to upload. If unable to upload, please fax requested information only to 410-333-5689.

Appropriate accommodations for individuals with disabilities are available upon request by calling: (410) 767-1251 or MD TTY Relay Service 1-800-735-2258.

We thank our Veterans for their service to our country, and encourage them to apply. As an equal opportunity employer Maryland is committed to recruiting, retaining and promoting employees who are reflective of the State's diversity.

Apply to website www.dbm.maryland.gov.